INTRODUCING the New ACQTAS

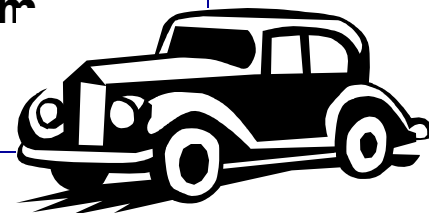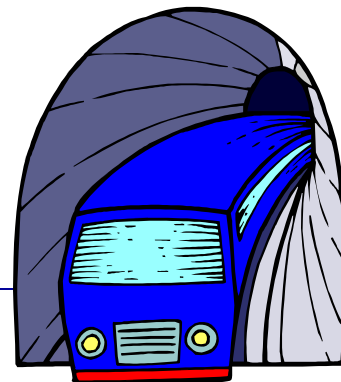## Student Travel Tutorial

Available for Remaining FY01 Acquisition Training Application System
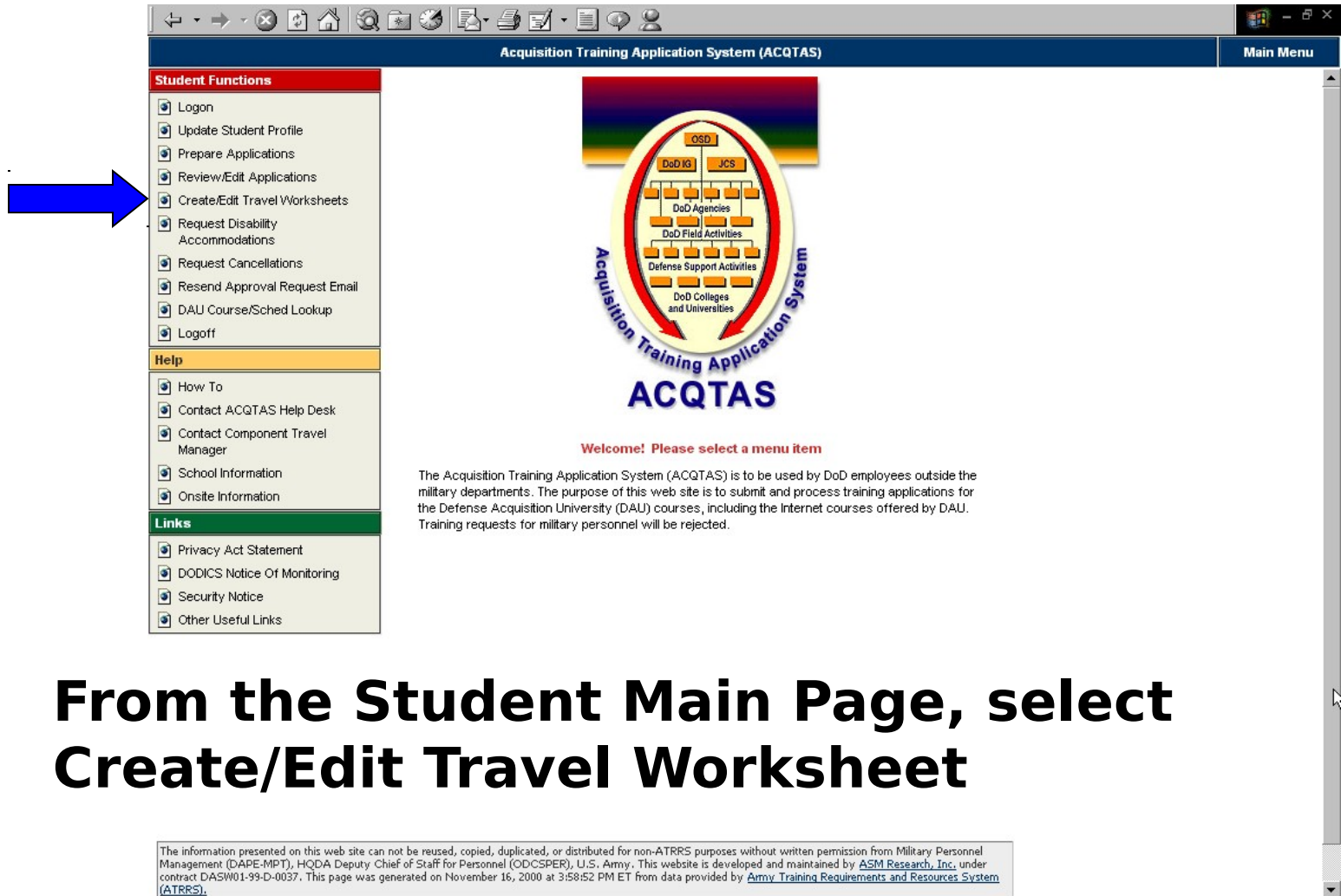
Featuring:
Simplified Travel

- **Easy Travel Requirements Worksheet**
  - **Systems-Generated Cost Estimates**
  - **Student review/concurrence with Estimates**
- **Travel Documents Issued by Email**
  - **DD1610 Travel Order/SF1164 Local Mileage**
- **Student Access to Travel Account Status**
  - **Instant Update / Always Current**
- **Notices to Student:**
  - **45 Days Prior: Reminder of due date to submit Travel Requirements**
  - **30 Days After: Reminder to Submit Claim (if applicable)**

☑ How to Apply for Travel

From the Student Main Page, select Create/Edit Travel Worksheet

☑ How to Apply for Travel

Select your agency using drop down menu.

Once you have selected your agency, enter SSN and DOB, then click on LOGON

☑ **How to Apply for Travel**

Browser Back Button

Acquisition Training Application System (ACQTAS) — Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Welcome to the Acquisition Training Application System (ACQTAS)

You have selected to logon under the DoD component specified below:

Defense Contract Audit Agency (DCAA)

However, our records indicate that you last entered ACQTAS under the DoD component specified below:

Defense Distribution Center (DDC)

Selecting the wrong DoD component may adversely affect your application(s) for Acquisition Training.

If your DoD component selection is incorrect, press your browser's 'BACK' button to correct your selection. Otherwise, press the 'CONTINUE' button.

Continue

The system will verify your agency, based on your selection during logon procedures. If your correct agency appears, press the Continue button. If this is not your agency, use your browser back button and select the correct agency.

☑ How to Apply for Travel

When you get to this page, there will be worksheets available ONLY if you have a valid training reservation. If your application is still pending, or you have been confirmed as a WAIT, you will be unable to access a travel worksheet

☑ How to Apply for Travel

Notice that dragging your mouse pointer over a row changes the color of the row. To access a travel worksheet for a particular course, simply click on that course.

☑ How to Apply for Travel

To access your worksheet, simply click on the course.

☑ How to Apply for Travel

Student Travel Worksheet

☑ **How to Apply for Travel**

Student information brought in from application.

☑ **How to Apply for Travel**

The first step is to select your travel requirement.

You have 3 choices:

1. No Travel/ Local/ Web Based

2. TDY and Return

3. Excess Local Mileage

☑ **How to Apply for Travel**

For the first demonstration, we will pick No Travel/Local/Web Based. You will notice that the travel worksheet changes based on the Travel Request selection.

☑ How to Apply for Travel

You are asked if you a government credit card holder. Select Yes or No.

☑ How to Apply for Travel

You are asked if you have any disabilities. Select Yes or No.

There is a drop down menu which lists disabilities. If you have a disability, select the most appropriate option or Other.

☑ How to Apply for Travel

Once you are finished, press the Submit button.

☑ **How to Apply for Travel**

You have now indicated that you DO NOT require any funding for travel. The system confirms that you do not need funding and that no worksheet will be submitted. Click the "OK" button.

Acquisition Training Application System (ACQTAS)   Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-333333333
Duty Location: ARLINGTON, SD
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001   **School:** 231   **Course:** ACQ 405 (DAU)   **Class:** 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000
Delivery Method: Classroom

Travel Request:

Microsoft Internet Explorer

⚠ You can not submit this worksheet when Travel Requirement is No Travel / Local / Web Based.

OK

Travel Requirement: No Trave
**Are you a government travel credit card

Remarks/Comments for the Travel Manager for your component:

Disabilities No ▼   Special Requirements Please select a Special Requ...nt if Disabled ▼
☐ Other requirements (be specific)
☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: http://www.adobe.com/products/acrobat/readermain.html

Press to submit Travel Requirements Worksheet

Questions? Problems? Suggestions? Please email us now.

| Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff |

☑ How to Apply for Travel

The system returns you to the course selection for your travel worksheet. If you had selected No Travel as previously shown, and you made this selection in error, simply click on the course and begin again. If you do not need any funding, simply click on the next course to continue.

☑ **How to Apply for Travel**

We will use the same course in this next demonstration and choose a different travel requirement.

☑ How to Apply for Travel

Using the same course, we will select Excess Local Mileage. You notice this selection returns a different worksheet.

Acquisition Training Application System (ACQTAS)   Main Menu

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-333333333
Duty Location: ARLINGTON, SD
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001   School: 231   Course: ACQ 405 (DAU)   Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000   End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage
Are you a government travel credit card holder?   No

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work.
According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : ARLINGTON, SD
This class is being conducted in : FT BELVOIR, VA
CALCULATION: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station : 0 miles
Distance between residence and class : 0 miles
You may claim (round trip) : 0 miles
Number of class days: 11 days
Your claim may not exceed : $0.00

Parking Per day: $

Remarks/Comments for the Travel Manager for your component:

Disabilities No   Special Requirements Please select a Special Requirement if Disabled

Prepare Travel Request | **Amendment** | **Travel Account Status** | **Download Acrobat** | **Travel Policy & Procedure** | **Travel Fax Cover Sheet** | **Logoff**

☑ How to Apply for Travel

The system does mileage calculations based upon your residence, your duty location and the class location.

Acquisition Training Application System (ACQTAS)   Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2222-333333333
Duty Location: ARLINGTON, VA
Residence: SPRINGFIELD, VA
Email: sgould@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

FY: 2001   School: 231   Course: ACQ 405 (DAU)   Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000   End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage

Are you a government travel credit card holder?   No

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work.
According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : ARLINGTON, VA
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station : 14 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 0 miles
Number of class days: 11 days
Your claim may not exceed : $0.00

Remarks/Comments for the Travel Manager for your component:

Disabilities No   Special Requirements   Please select a Special Requirement if Disabled

Prepare Travel Request   Amendment   Travel Account Status   Download Acrobat   Travel Policy & Procedure   Travel Fax Cover Sheet   Logoff

☑ How to Apply for Travel

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D	**Supervisor Name:** KEITH RICHARDS
Phone: 111/2222-333333333	**Supervisor Phone:** 111/2223-33333333
Duty Location: ARLINGTON, VA	**Supervisor Email:** sgould@onebox.com
Residence: SPRINGFIELD, VA	
Email: sgould@asmr.com	

FY: 2001	**School:** 231	**Course:** ACQ 405 (DAU)	**Class:** 001

School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000　　　　**End Date:** 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement:　　Excess Local Mileage ▼

Are you a government travel credit card holder?　　No ▼
　　No
　　Yes

Local Mileage Worksheet:

You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work. According to your training application.

Your residence is located in : SPRINGFIELD, VA

And your duty station is located in : ARLINGTON, VA

This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station : 14 miles

Distance between residence and class : 9 miles

You may claim (round trip) : 0 miles

Number of class days: 11 days

Your claim may not exceed : $0.00

Parking Per day: $ [　　　]

Remarks/Comments for the Travel Manager for your component:

Disabilities No ▼　　　Special Requirements Please select a Special Requirement if Disabled ▼

Prepare Travel Request	Amendment	Travel Account Status	Download Acrobat	Travel Policy & Procedure	Travel Fax Cover Sheet	Logoff

You are asked if you a government credit card holder. Select Yes or No.

☑ How to Apply for Travel

You are asked if you have any disabilities. Select Yes or No.

There is a drop down menu which lists disabilities. If you have a disability, select the most appropriate option or Other.

☑ How to Apply for Travel

The system performs a simple calculation IAW the JTR. It determines the distance between your home of residence and your duty station. Then it calculates the distance between your residence and your class location. If the distance between your residence and your class location is less than your duty station, you are not entitled to local mileage. Press the

Screen showing Acquisition Training Application System (ACQTAS):

Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000   End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:
Travel Requirement: Excess Local Mileage
Are you a government travel credit card holder? No

Local Mileage Worksheet:
You may claim 32.5 cents per mile for mileage to class that exceeds your normal commute to work. According to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : ARLINGTON, VA
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station : 14 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 0 miles
Number of class days: 11 days
Your claim may not exceed : $0.00

Parking Per day: $

Remarks/Comments for the Travel Manager for your component:
Disabilities No   Special Requirements Please select a Special Requirement if Disabled
☐ Other requirements (be specific)
☐ Remarks/Comments

Travel orders received by the due date will be emailed to you.
You will need the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local LAN or internal administrator to download a copy from: http://www.adobe.com/products/acrobat/readermain.html

Press to submit Travel Requirements Worksheet

Questions? Problems? Suggestions? Please email us now.

Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Fax Cover Sheet | Logoff

☑ How to Apply for Travel

In this case, you are not entitled to local mileage. Simply click the "OK" message and the system will return you to your course selection screen.

☑ **How to Apply for Travel**

Acquisition Training Application System (ACQTAS)   **Main Menu**

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	**Location**	**Start-End Date**	**Current Status**
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

Questions? Problems? Suggestions? Please email us now.

The system returns you to the course selection for your travel worksheet. If you had selected Excess Local Mileage as previously shown, and you made this selection in error, simply click on the course and begin again. If you do not need any funding, simply click on the next course to continue.

Prepare Travel Request	Amendment	Travel Account Status	Download Acrobat	Travel Policy & Procedure	Travel Fax Cover Sheet	Logoff

☑ How to Apply for Travel

Acquisition Training Application System (ACQTAS)   **Main Menu**

18 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	**Location**	**Start-End Date**	**Current Status**
ACQ 405 (DAU)	FT BELVOIR, VA	28 Nov 2000 - 08 Dec 2000	New
LOG 304 (DAU)	NORFOLK, VA	17 Jul 2001 - 27 Jul 2001	New

Note: Web based and '800' courses are not listed.

Questions? Problems? Suggestions? Please email us now.

Prepare Travel Request	Amendment	Travel Account Status	Download Acrobat	Travel Policy & Procedure	Travel Fax Cover Sheet	Logoff

In this demonstration, we will select ACQ 405 (DAU) again.

☑ How to Apply for Travel

For the purpose of this demonstration, the duty location on the profile has been changed. You will notice a different system calculation. Since there is a difference in the distances, the system authorizes local mileage.

Acquisition Training Application System (ACQTAS) | Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

Name: GOULD STEPHEN D
Phone: 111/2223-333333333
Duty Location: WASHINGTON DC, DC
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

2001   School: 231   Course: ACQ 405 (DAU)   Class: 001
School Name: Defense Systems Management College (DSMC)-Ft Belvoir
Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000   End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage
Are you a government travel credit card holder?   No

Local Mileage Worksheet:

You may claim 2.5 cents per mile for mileage to class that exceeds your normal commute to work, according to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : WASHINGTON DC, DC
This class is being conducted in : FT BELVOIR, VA

CALCULATION: If Zero, you are not entitled to Local Mileage
Distance between residence and duty station : 8 miles
Distance between residence and class : 9 miles
You may claim (round trip) : 2 miles
Number of class days: 11 days
Your claim may not exceed : $7.00

Parking Per day: $

Remarks/Comments for the Travel Manager for your component:

Disabilities No   Special Requirements Please select a Special Requirement if Disabled

Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff

☑ How to Apply for Travel

When you have completed the worksheet, click on the red Submit button.

☑ How to Apply for Travel

The system will give you a message that you are about to submit your worksheet to your travel manager. If you wish to change anything on the worksheet, click on the Cancel button.

Main Menu

Class Location: FT BELVOIR, VA
Start Date: 28 Nov 2000   End Date: 08 Dec 2000
Delivery Method: Classroom

Travel Request:

Travel Requirement: Excess Local Mileage

Are you a government travel credit card holder?   Yes

Local Mileage Worksheet:

...laim 32.5 cents per mile for mileage to class that exceeds your normal commute to work.
...to your training application.

Your residence is located in : SPRINGFIELD, VA
And your duty station is located in : WASHINGTON DC, DC
This class is being conducted in : FT BELVOIR, VA

...TION: If Zero, you are not entitled to Local Mileage

Distance between residence and duty station : 8 miles
Distance betwe...

Your c...

...er day: $

...Comments for the Travel Ma...

No   Special Requirements   Please select a Special Requirement if Disabled

...equirements (be specific)

...ks/Comments

Microsoft Internet Explorer

You are about to submit a travel requirement worksheet to the Travel Manager of your component.
If you want to review this worksheet again, Please click 'CANCEL'.

OK   Cancel

...received by the due date will be emailed to you.
...ed the Adobe Acrobat reader/printer software in order to print out your travel order. If you do not already have it on your computer, use this intervening time to consult with your local
...rnal administrator to download a copy from: http://www.adobe.com/products/acrobat/readermain.html

Press to submit Travel Requirements Worksheet

Questions? Problems? Suggestions? Please email us now.

...avel Request   Amendment   Travel Account Status   Download Acrobat   Travel Policy & Procedure   Travel Fax Cover Sheet   Logoff

☑ **How to Apply for Travel**

The system will allow you to change anything on the worksheet.

☑ **How to Apply for Travel**

When you have completed the worksheet, click on the red Submit button.

☑ How to Apply for Travel

The system will give you a message that you are about to submit your worksheet to your travel manager. If you agree with your entries on the worksheet, click on the "OK" button.

☑ **How to Apply for Travel**

The system returns this message that your worksheet has been sent to your Travel Manager. To proceed, click on the "OK" button.

☑ **How to Apply for Travel**

Receipt of Travel Worksheet - Message (Plain Text)

Reply | Reply to All | Forward | File Edit View Insert Format Tools Actions Help

From: doddacm@asmr.com
To: mavey@asmr.com
Cc:
Subject: Receipt of Travel Worksheet

Sent: Sun 11/19/00 12:23 PM

This is to confirm that the Travel Manager of your component has received
your Travel Requirements Worksheets for
Class: 001
Course: ACQ 405 (DAU)-EXCTV RFRSHR IN PROG MGMT
Start Date: 28 Nov 2000

Your travel orders, as required, will be emailed to you no later than two
weeks prior to the course start date. At that time you will need Adobe
Acrobat reader/printer software available to print out your travel orders
and accompanying materials. Please use the intervening time to install or
request assistance in downloading the software from
http://www.adobe.com/products/acrobat/readermain.html.

Please do not reply to this automated generated email message; it will
only delay a response.

This is a sample of the system generated Email notice that the student, will receive. It is very important, at this time, to download Adobe Acrobat Reader. Click on the link provided.

☑ How to Apply for Travel

You will now notice that the course for which you have submitted a travel worksheet has "Pending" in the Current Status column indicating that your worksheet is _Pending_ action by your travel manager.

☑ How to Apply for Travel

In this demonstration, we will select LOG 304 (DAU).

☑ How to Apply for Travel

On this travel worksheet, we will select TDY and Return.

☑ How to Apply for Travel

Use the drop down menu to select your Means of Transportation.

☑ How to Apply for Travel

Use the drop down menu to select your Mode of Transportation.

Acquisition Training Application System (ACQTAS) — Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

**Student Travel Requirement Worksheet**

Information:

OULD STEPHEN D
111/2222-333333333
ation: WASHINGTON DC, DC
e: SPRINGFIELD, VA
vey@asmr.com

Supervisor Name: KEITH RICHARDS
Supervisor Phone: 111/2223-33333333
Supervisor Email: sgould@onebox.com

School: 904 **Course:** LOG 304 (DAU) **Class:** 008
ame: Naval Center for Acquisition Training (NCAT) Norfolk
ication: NORFOLK, VA
e: 17 Jul 2001 **End Date:** 27 Jul 2001
Method: Classroom

equest:

equirement: TDY and Return **Means:** **Mode:**

Auto
Bus
Motorcycle
Plane
Rail
Vessel

Origin Airport Code: Click here to search for an airport code

Provide the cost of commercial air fare: $
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commecial airfare.
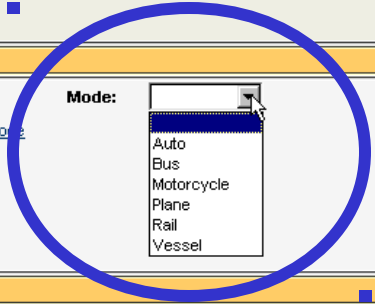**Will you elect to drive regardless of the mileage?** Yes
Are you a government travel credit card holder? No

TDY Worksheet:

▶ **Lodging:** Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.
Enter One: BOQ reservation **confirmation** number | OR | BOQ reservation **nonavailibility** number

BOQ listing with the confirmation number: Max lodging rate
$

Additional Requirements:

☐ Rental Car and Gasoline
☐ For round trip transportation(home/school)
☐ For TDY vicinity

Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff

☑ How to Apply for Travel

On this travel worksheet, we have selected TDY and Return, Commercial, and Plane.

☑ **How to Apply for Travel**

The next block is the Origin Airport Code. If you don't know your airport code, click on the <u>search for airport code</u> link

☑ How to Apply for Travel

You may enter a portion of the city name to have the system look for your airport code. Type in a few letters and click the Retrieve button.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Student Travel Requirement Worksheet

Student Travel Requirement Worksheet

Applicant Information:

ULD STEPHEN D
/2222-333333333
ion: WASHINGTON DC
: SPRINGFIELD, VA
ey@asmr.com

ne: Naval Center for A
tion: NORFOLK, VA
17 Jul 2001
ethod: Classroom

DOD-ACM Airport Lookup - Microsoft Internet Explorer Powered by Hotbar

Questions? Problems? Suggestions? Please email us now.

Airport Code Lookup

In order to find a three character Airport Code for the desired Airport, enter any consecutive characters that you know are contained in the city or state where the Airport is located. Note that the state is stored in two character format and not spelled out. Therefore, if you want to find all Airports in cities containing the word Beach, enter 'beach' in the input field under Step 1 and click the 'Retrieve!' button under Step 2.

Step 1	Step 2
wash	Retrieve!

Class: 008

quest:

uirement:

ort Code:

e cost of commercia
to drive regardless of c
ect to drive regardle
government travel c

sheet:

g: Government lodging
BOQ reserv

BOQ listing

e placed on your travel order.
r

Requirements:

☐ Rental Car and Gasoline
  ☐ For round trip transportat
  ☐ For TDY vicinity

Prepare Travel Request

Travel Fax Cover Sheet **Logoff**

☑ **How to Apply for Travel**

This is the system return screen based on my selection of "wash". To select your airport code, simply click on the code link.

☑ **How to Apply for Travel**

Enter the cost of your airline travel

Acquisition Training Application System (ACQTAS)   **Main Menu**

Name: GOULD STEPHEN D   **Supervisor Name:** KEITH RICHARDS
Phone: 111/2222-333333333   **Supervisor Phone:** 111/2223-33333333
Duty Location: WASHINGTON DC, DC   **Supervisor Email:** sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

FY: 2001   **School:** 904   **Course:** LOG 304 (DAU)   **Class:** 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001   **End Date:** 27 Jul 2001
Delivery Method: Classroom

Travel Request:

| **Travel Requirement:** | TDY and Return | **Means:** | Commercial | **Mode:** | Plane |

Origin Airport Code: IAD   Click here to search for an airport code

Provide the cost of commercial air fare: $ 225

If you elect to drive regardless of distance, reimbursement will be constructed to cost of commecial airfare.

Will you elect to drive regardless of the m...   Yes

Are you a government travel credit card hol...   No

TDY Worksheet:

► **Lodging:** Government lodging is required at th... ...ation unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.

Enter One: BOQ reservation **confirmation** number | OR | BOQ reservation **nonavailibility** number

BOQ listing with the confirmation number: Max lodging rate
                                                  $ 0

Additional Requirements:

☑ Rental Car and Gasoline
  ☑ For round trip transportation(home/school)
  ☑ For TDY vicinity
  ☑ Driver   ☐ With Passenger/s:
  ☐ Passenger
☐ Privately Owned Auto
  ☐ For round trip transportation(home/school)
  ☐ For TDY vicinity
  ☐ To/From residence and terminal
  ☐ Driver   ☐ With Passenger/s:
  ☐ Passenger

Prepare Travel Request | **Amendment** | **Travel Account Status** | **Download Acrobat** | **Travel Policy & Procedure** | **Travel Fax Cover Sheet** | **Logoff**

☑ How to Apply for Travel

Indicate whether or not you are willing to drive.

☑ How to Apply for Travel

Indicate whether or not you are a government credit card holder.

Screenshot of Acquisition Training Application System (ACQTAS) travel request form. Key fields include:

Name: GOULD STEPHEN D | **Supervisor Name:** KEITH RICHARDS
Phone: 111/2222-333333333 | **Supervisor Phone:** 111/2223-33333333
Duty Location: WASHINGTON DC, DC | **Supervisor Email:** sgould@onebox.com
Residence: SPRINGFIELD, VA
Email: mavey@asmr.com

FY: 2001 | **School:** 904 | **Course:** LOG 304 (DAU) | **Class:** 008
School Name: Naval Center for Acquisition Training (NCAT) Norfolk
Class Location: NORFOLK, VA
Start Date: 17 Jul 2001 | **End Date:** 27 Jul 2001
Delivery Method: Classroom

Travel Request:

Travel Requirement: TDY and Return | **Means:** Commercial | **Mode:** Plane
Origin Airport Code: IAD | Click here to search for an airport code
Provide the cost of commercial air fare: $ 225
If you elect to drive regardless of distance, reimbursement will be constructed to cost of commecial airfare.
Will you elect to drive regardless of the mileage? No
Are you a government travel credit card holder? No / Yes

TDY Worksheet:

▶ **Lodging:** Government lodging is required at this location unless you obtain a nonavailability number when attempting to make reservations. This number will be placed on your travel order.
Enter One: BOQ reservation **confirmation** number | OR | BOQ reservation **nonavailibility** number
BOQ listing with the confirmation number: | Max lodging rate $0

Additional Requirements:

☑ Rental Car and Gasoline
  ☑ For round trip transportation(home/school)
  ☑ For TDY vicinity
  ☑ Driver ☐ With Passenger/s:
  ☐ Passenger
☐ Privately Owned Auto
  ☐ For round trip transportation(home/school)
  ☐ For TDY vicinity
  ☐ To/From residence and terminal
  ☐ Driver ☐ With Passenger/s:
  ☐ Passenger

Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff

☑ How to Apply for Travel

If you are staying in a BOQ, enter your BOQ confirmation number. Next, select the BOQ from the drop down menu.

☑ How to Apply for Travel

If you are not staying in a BOQ, enter your BOQ nonavailability number.

☑ **How to Apply for Travel**

This next section is your chance to show any additional travel requirements you may have.

Acquisition Training Application System (ACQTAS) — Main Menu

Additional Requirements:

☐ Rental Car and Gasoline
    ☐ For round trip transportation(home/school)
    ☐ For TDY vicinity
    ☐ Driver   ☐ With Passenger/s: [_____]
    ☐ Passenger
☐ Privately Owned Auto
    ☐ For round trip transportation(home/school)
    ☐ For TDY vicinity
    ☐ To/From residence and terminal
    ☐ Driver   ☐ With Passenger/s: [_____]
    ☐ Passenger
☐ Taxi or Public Transportation
    ☐ To/From residence and terminal
    ☐ To/From terminal and TDY lodging
    ☐ TDY vicinity(occasional)
☐ Hotel Parking
☐ Hotel Taxes
☐ Airport parking(restricted to cost of round trip airport shuttle/taxi)
☐ Telephone calls IAW JTR
☐ Laundry (for courses that exceed 10 days)
☐ Shipping/Postage for course materials

If you have a handicap which requires an accommodation, you must apply for those accommodations (e.g., sign interpreter, etc) in advance of the course via the DOD Tricare program. Use the connection to the appropriate website found on the ACQTAS Student Menu.

If you have a medical condition for which you have special travel requirements that impact the cost of your transportation or other travel arrangements, you must FAX medical documentation, endorsed by your supervisor, to 717/605-2295 after submitting this worksheet. In addition, use the Remarks/Comments section below to describe your requirement.

Remarks/Comments for the Travel Manager for your component:

Disabilities [No ▼]   Special Requirements [Please select a Special Requirement if Disabled ▼]
☐ Other requirements (be specific)
☐ Remarks/Comments
[_____]

| Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff |

☑ How to Apply for Travel

Click in the box to add your selection of additional requirements.

Acquisition Training Application System (ACQTAS)   Main Menu

Additional Requirements:

☑ Rental Car and Gasoline
   ☑ For round trip transportation(home/school)
   ☑ For TDY vicinity
   ☑ Driver   ☐ With Passenger/s: [_____]
   ☐ Passenger
☐ Privately Owned Auto
   ☐ For round trip transportation(home/school)
   ☐ For TDY vicinity
   ☐ To/From residence and terminal
   ☐ Driver   ☐ With Passenger/s: [_____]
   ☐ Passenger
☑ Taxi or Public Transportation
   ☑ To/From residence and terminal
   ☐ To/From terminal and TDY lodging
   ☐ TDY vicinity(occasional)
☐ Hotel Parking
☐ Hotel Taxes
☐ Airport parking(restricted to cost of round trip airport shuttle/taxi)
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Remarks/Comments for the Travel Manager for your component:

Disabilities [No ▼]   Special Requirements [Please select a Special Requirement if Disabled ▼]

☐ Other requirements (be specific)

☐ Remarks/Comments

| Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff |

☑ How to Apply for Travel

You are asked if you have any disabilities. Select Yes or No.

There is a drop down menu which lists disabilities. If you have a disability, select the most appropriate option or Other.

☑ How to Apply for Travel

Once you have completed your worksheet, click the Submit button at the bottom of the page. You will receive a message that you are about to submit your worksheet to your Travel Manager. If this is not your intention, press the Cancel button to return to your worksheet.

☑ How to Apply for Travel

Once you have completed your worksheet, press the Submit button at the bottom of the page. You will receive a message that you are about to submit your worksheet to your Travel Manager. If this is correct, press the OK button to continue.

☑ How to Apply for Travel

The system returns this message that your worksheet has been sent to your Travel Manager. To proceed, click on the "OK" button.

☑ How to Apply for Travel

You will now notice that the course you have submitted a travel worksheet against has "Pending" in the Current Status column indicating that your worksheet is _pending_ action by your travel manager.

☑ How to Apply for Travel Amendme

Acquisition Training Application System (ACQTAS) | **Main Menu**

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 45 days in advance of the class start date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your component will email your travel orders to you not later than 2 weeks prior to the start date.

From this menu you have access to a Travel Requirements Worksheet for courses in which you have a confirmed reservation. Click on the course number to begin.

Travel Requirements Worksheets			
Course	Location	Start-End Date	Current Status
CON 202 (DAU)	PORT HUENEME, CA	27 Nov 2000 - 15 Dec 2000	New

Note: Web based and '800' courses are not listed.

Questions? Problems? Suggestions? Please email us now.

If you have travel orders that need to be amended, simply click on the Amendment button at the bottom of the page.

| Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff |

☑ **How to Apply for Travel Amendmen**

Click on the course to open your amendment request.

☑ **How to Apply for Travel Amendment**

You may enter new dollar amounts.

Check this box if only the class start date changed.

Add any reason to justify your request.

This is your Amendment Request screen.

☑ How to Apply for Travel Amendme

When you are finished with your request, click on the Submit Amendment Request button.

☑ How to Apply for Travel Amendment

The system will ask you to verify your request. If you need to make any changes, click on the Cancel button.

☑ How to Apply for Travel Amendment

The system will ask you to verify your request. If you agree with the changes, click on the OK button.

☑ How to Apply for Travel Amendment

The system will return a message which indicates that a Travel Amendment Request has been sent to your Travel Manager.

☑ Travel Policy and Procedures

Acquisition Training Application System (ACQTAS)   Main Menu

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Prepare/Submit Travel Requirements Worksheets

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Travel Requirements Worksheets

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CON 202 (DAU)	PORT HUENEME, CA	27 Nov 2000 - 15 Dec 2000	New

Note: Web based and '800' courses are not listed.

Questions? Problems? Suggestions? Please email us now.

To look at the Travel Policy and Procedures, click on the button below.
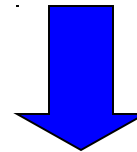
| Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff |

☑ Travel Policy and Procedures

Acquisition Training Application System (ACQTAS)   **Main Menu**

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Travel Policies and Procedures
Revised November 2000

- Travel Management Policies
  - Travel Order Issuance
  - Travel Claims Payment
  - Travel Account Closure
  - Traveler's Documentation Responsibility
  - Travel Entitlements
  - Special Accommodations
  - Amendments
  - Cancelled Travel Orders
  - PMT302 Travelers
- Overview: Student Travel Procedures
- Travel Settlement Procedures
- DACM Policy

This screen will appear when you click the Travel Policies and Procedures button. Take a few moments and view each of the policies by clicking on the title.

| Prepare Travel Request | Amendment | Travel Account Status | Download Acrobat | Travel Policy & Procedure | Travel Fax Cover Sheet | Logoff |

☑ Travel Fax Cover Sheet

To access your Travel Fax Cover Sheet, click on the button below.
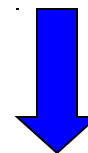
☑ Travel Fax Cover Sheet

ACQTAS TRAVEL SETTLEMENT

FAX COVER SHEET

SUBMIT AFTER YOU HAVE RECEIVED PAYMENT FROM YOUR LOCAL PAYING OFFICE

CHECKLIST MUST BE COMPLETED BEFORE FAXING

THE FOLLOWING ITEMS ARE ATTACHED:

☐ (Received with Payment)
TRAVEL VOUCHER SUMMARY
(Supplementals/Partials & Final Voucher)

☐ **RECEIPTS FOR ALL LODGING**

☐ **TRAVEL ORDER-DD1610 or Other**
(Basic and any memorandum endorsements)

☐ **ALL RECEIPTS OVER $75.00**

☐ **TRAVEL ITINERARY**
(Includes airline ticket cost)

☐ **Receipts for ATM advances or Voucher
for cash advances from PSD/Disbursing**

☐ **COMPLETED & SIGNED CLAIM FORM**
(Typically, a **DD 1351-2**)

☐ **I have Reviewed & Submitted All Necessary
Travel related Material**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Date:_____

FAX TO: (703)607 - 0085

ATTN:Sue Peterson - Travel Manager - Defense Finance and Accounting Service (DFAS)

PHONE: (703)607 - 3929

FROM:_____

ACTIVITY:_____

PHONE NUMBER:_____

COMM:_____
DSN:_____
FAX:_____

NUMBER OF PAGES(INCLUDING COVER SHEET):_____

Questions? Problems? Suggestions? Please email us now.

This concludes the Travel Tutorial. Thank you for participating.